



Specific questions or concerns should be directed to the appropriate Division:

Information Systems Division

Call Center
1-800-877-2897
Email:
isdhelp@mshp.dps.mo.gov

Criminal Justice Information Services Division

UCR Unit
(573) 526-6278
Email:
ucr@mshp.dps.mo.gov

Access Integrity Unit
(573) 526-6141

MULES Training Unit
(573) 526-6141

AFIS, Quality Control, Sex Offender, CHS
(573) 526-6153

If you would like to receive the *CJIS Newsletter* in Electronic format rather than hard copy, or if you have a change in contact information, please contact the UCR Unit at the phone number listed above or CJISNews@mshp.dps.mo.gov

THE CJIS NEWSLETTER

Criminal Justice Information Services

10-02

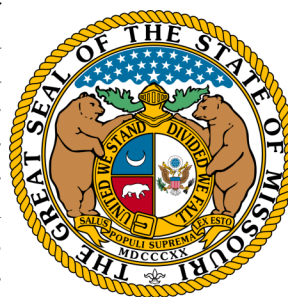


Newsletter Instructions; Policy Updates and Revisions

This newsletter should be divided into several sections. One section contains the pertinent information for MULES/NCIC Operators and should be removed and placed with the *MULES/NCIC Operational Manual* for future reference. Another section contains information for Uniform Crime Reporting agency points of contact and should be removed and placed with the

Missouri Supplement to the UCR Handbook and the *UCR Handbook*.

Each section contains a box, which operators and other appropriate personnel may initial and date after reviewing the materials. Please ensure that all affected personnel receive an opportunity to review *The CJIS Newsletter* before it is sectioned out and placed with the designated manuals.



CONGRATULATIONS!

Kyle Comer has been promoted to Senior CJIS Manager within the Criminal Justice Information Services (CJIS) Division of the Missouri State Highway Patrol. Mr. Comer now oversees the Missouri Uniform Crime Reporting (MoUCR) and MIBRS Program, the MULES Audit Program, and the MoDEX Audit Program from MSHP General Headquarters in Jefferson City, MO. Mr. Comer has been the UCR Trainer/Quality Assurance Auditor and MULES Auditor for Region 7 in Eastern Missouri since 2006.

CJIS Newsletter Articles Requested/Encouraged

If any Missouri law enforcement, REJIS, or ALERT agencies wish to submit content to the CJIS Newsletter (no editorials or commercial materials please) for distribution to the Missouri law enforcement community, please feel free to do so by emailing articles to CJISNews@mshp.dps.mo.gov. Content will be subject to approval.

CJIS Newsletter Available Online

The CJIS Newsletters are always posted online on the same date they are released. The newsletters are available on the UCR website on the 'Downloads' page at:

<http://ucr.mshp.dps.mo.gov/ucr/ucrhome.nsf/downloads?openview&Count=50>

Alternatively, the newsletters are also published on the CJIS Launchpad under the CJIS Documents link for MULES users.

Missouri Law Enforcement Data Exchange (MoDEX)

The Missouri Law Enforcement Data Exchange (MoDEX) is an information sharing system for use by law enforcement investigators, detectives, administrators, and intelligence analysts. A Homeland Security grant funds one interface to the MoDEX warehouse per agency, and unlimited end user licenses for the Coplink software used to search the warehouse. The system is currently only available via the secure MULES network, but plans are underway to make it available via secure internet.

MoDEX is a powerful automated investigative tool that will provide law enforcement agencies with the ability to search, link, analyze, and share criminal justice information such as incident/case reports, incarceration data, computer aided dispatch, photos, citations, collisions, and pawn data on a statewide basis to a degree never before possible.

Agency data already available in the MoDEX includes Johnson County Sheriff's Office, Springfield PD, Kansas City PD, Lee's Summit PD, Blue Springs PD, Chillicothe PD, Greene County Sheriff's Office, Missouri State Highway Patrol, Independence PD, St. Joseph PD, Jefferson City PD, Cole County Sheriff's Office, and Platte County Sheriff's Office. Interface development is currently underway for a large number of other agencies to begin moving data into the MoDEX warehouse. A total of 105 Missouri Law Enforcement agencies and 571 Users have signed agreements so far.

Costs for agencies to participate may vary depending on network connectivity, and which vendor software is used to manage case management data. Any agencies interested in signing up for system access and to share data can obtain additional information and download forms from the MoDEX web page located at <http://dps.mo.gov/dir/programs/ohs/modex> or by contacting Laurie Crawford, the MoDEX Program Manager, at MoDEX@mshp.dps.mo.gov or 573-526-4697 or Theresa Huhn, Senior CJIS Manager at the Missouri State Highway Patrol central repository, at 573-526-6141.

New COPLINK Software Upgrade for MoDEX and ETAC Nodes

I2, the software vendor of the COPLINK program used by agencies on the MoDEX state information sharing system, has recently upgraded to Version 4.4. This upgrade includes the following new features:

- New Set Reason Dialog Box where each user identifies the specific reason for their MoDEX query (per NCIC Security Policy Requirements)
- Facial Recognition software within the Detect Module which enables the retrieval of mug shots which closely resemble a given description
- New Media tab in the Detect Module allowing the user to search for any picture, video, or other file
- Modified search capabilities on hispanic persons which return results where either the race or ethnicity was originally reported as "hispanic"
- All documents should now reflect an assigned Role
- Related Phone Numbers are now included when printing Field Interviews
- All Mug Shots should now properly display on queries
- The Document Count no longer counts documents given a restricted designation
- The Maximum Number of Results was modified to not truncate the number of mug shots returned when conducting subsequent searches

U.S. Immigration and Customs Enforcement's Secure Communities Initiative

Secure Communities is a comprehensive Department of Homeland Security (DHS) initiative to modernize the criminal alien enforcement process. It supports public safety by strengthening efforts to identify and remove the most dangerous criminal aliens from the United States. Secure Communities is built on three pillars: Identify, Prioritize, Transform.



1. Identify criminal aliens through modernized information sharing.

The challenge to identify dangerous criminal aliens includes arrestee's use of aliases and false biographic data, making it very difficult to properly determine their immigration status. Relying on this biographic data alone slows federal official's ability to accurately and efficiently identify the immigration history of criminals booked into local custody, and on probation and parole. New technology being deployed across the country enables the criminal alien's fingerprints to be checked against Department of Homeland Security's (DHS) biometric database. This technology and the use of biometrics helps to confirm the suspect's identity because, unlike a name or date of birth, biometrics are almost impossible to forge.

ICE, along with the FBI and DHS's US-VISIT Program provide the technology to help local law enforcement agencies (LEAs) complete an integrated records check to determine both the criminal history and immigration status of individuals in their custody. A single submission of fingerprints as part of the normal criminal booking process automatically checks for information in both the Integrated Automated Fingerprint Identification System (IAFIS) of the FBI's Criminal Justice Information Services (CJIS) Division and the Automated Biometric Identification System (IDENT) of DHS's US-VISIT Program.

The LEA continues to be notified when there is a positive identification within IAFIS. Now, both ICE and the LEA can be notified when a match occurs in IDENT. ICE evaluates each case to determine the individual's immigration status and communicate their findings to local law enforcement with a few hours.

2. Prioritize enforcement actions to ensure apprehension and removal of dangerous criminal aliens.

The size, location, and characteristics of the nation's alien population are based on estimates, making it difficult to strategically assess operational needs and deploy resources to identify and remove criminal aliens. Secure Communities is using a risk-based approach to prioritize enforcement actions involving criminal aliens. ICE is focusing efforts first and foremost on the most dangerous criminal aliens currently charged with, or previously convicted of, the most serious criminal offenses. ICE will give priority to those offenses including, crimes involving national security, homicide, kidnapping, assault, robbery, sex offenses, and narcotics violations carrying sentences of more than one year.

By prioritizing the removal of the most dangerous criminals, Secure Communities enables ICE to heighten public safety while reducing disruption to communities and law-abiding immigrant families.

U.S. Immigration and Customs Enforcement's Secure Communities Initiative (Continued)

3. Transform criminal alien enforcement processes and systems to achieve lasting results.

The deployment of biometric identification capability to more than 30,000 local jails and booking locations nationwide will dramatically increase the number of dangerous criminal aliens coming into ICE custody.

That means ICE must boost its capabilities to arrest, process, detain, and ultimately remove aliens from the United States. Finding solutions to identify, locate, and detain criminal aliens currently considered at-large is a high priority.

To meet these demands, ICE is working to optimize capacity by modernizing and expanding detention space, transportation resources, and staff. Automated systems and greater process efficiency will speed the removal of criminal aliens from the United States, reducing the amount of time they spend in ICE custody.

Some of the modernization and process enhancements include:

- Video conferencing to conduct interviews and immigration hearings.
- Computer technology to track the use of detention beds and transportation systems.
- Integrated case and detainee management systems.
- Working groups to address identifying, locating, and detaining criminal aliens who are currently at-large.

Secure Communities is ICE's comprehensive strategy to improve and modernize efforts to identify and remove criminal aliens from the United States. Secure Communities brings together the DHS, DOJ, and state, tribal, and local law enforcement agencies in an unprecedented partnership to modernize information sharing at all levels of government. It is providing a new interoperability capability that enhances biometric technology currently used during the booking process to increase the speed and accuracy with which ICE identifies criminal aliens in law enforcement custody.

FOR MORE INFORMATION, PLEASE CONTACT:

Secure Communities

*Web site: www.ice.gov/secure_communities

*Phone: (202) 732-3900

*E-mail: secure.communities@dha.gov

US-VISIT

*Web site: www.dhs.gov/usvisit

*Phone: (201) 298-5200

*E-mail: afis@dhs.gov

FBI CJIS Division

*Web site: www.fbi.gov/hq/cjisd/about.htm

*Phone: (304) 625-5590

*E-mail: liaison@leo.gov



National Instant Criminal Background Check System (NICS)

The speedy background checks conducted by those licensed to sell firearms rely on the many criminal justice and governmental records contained in the systems at the CJIS Division Complex in Clarksburg, West Virginia. The National Instant Criminal Background Check System (NICS), the conduit for background checks made by authorized gun dealers (Federal Firearms Licensees [FFLs]) for gun purchases, searches the millions of records contained in three databases (the National Crime Information Center, the Interstate Identification Index [III], and the NICS Index). There are 10 prohibited categories used for entry of individuals into the NICS Index.

The categories are:

1. Convicted of a crime punishable by more than 1 year or a misdemeanor punishable by more than 2 years.
2. Under Indictment/Information.
3. Fugitive from Justice.
4. Unlawful User/Addicted to a Controlled Substance.
5. Adjudicated Mental Defective/Committed to a Mental Institution.
6. Illegal/Unlawful Alien.
7. Dishonorable Discharge.
8. Citizenship Renunciants.
9. Protection/Restraining Order.
10. Misdemeanor Crime of Domestic Violence Conviction.



A potential gun buyer's descriptive information, when matched with a NICS Index record, will result in an immediate denial. Shooting incidents, such as the Virginia Tech tragedy in 2007, have motivated governmental agencies increasingly to participate in submitting data on prohibited individuals to the NICS Index. In the Virginia Tech incident, a gunman, who had once been ordered by a court to receive involuntary outpatient treatment, killed 32 people and wounded many others before committing suicide. If his prohibiting information had been submitted to the NICS Index, the shooter would not have been able to obtain the weapons he used from an FFL.

The NICS was developed as a result of the Brady Handgun Violence Prevention Act of 1993 (Brady Act). The Brady Act requires FFLs to request background checks on unlicensed individuals attempting to purchase a firearm. The NICS enables FFLs to request an immediate determination as to whether a prospective gun buyer receiving a firearm would violate state or federal law.

2010 CJIS Training Schedule

We will now be listing all upcoming CJIS Training Sessions on the UCR Website, as well as in each CJIS Newsletter. This list will include all scheduled UCR, MIBRS, and MoDEx classes presented by MHSP personnel statewide. Feel free to contact the instructor at the phone number provided to register for the class or to get more information on the location.

Please note that the dates and times of these training sessions are subject to change and/or cancellation!

<u>Date</u>	<u>Time</u>	<u>Class</u>	<u>Location</u>	<u>Instructor(s)</u>	<u>For Registration:</u>
08/19/10	8:00am-4:00pm	MIBRS Training Class	Kansas City Police Academy	Bob Hanson	(816) 467-7931
10/19/10	8:00am-4:00pm	UCR Training Class	St. Louis County Police Academy	Pat Henton	(314) 731-1548
11/4/10	8:00am-4:00pm	UCR Training Class	MSHP - Troop C Headquarters	Pat Henton	(314) 731-1548
07/21/10	1:00pm-3:00pm	MoDEx Demonstration	Texas County Sheriff's Office	Theresa Huhn	(573) 526-6141
07/22/10	10:00am-12:00pm	MoDEx Demonstration	Black River Coliseum	Theresa Huhn	(573) 526-6141
07/23/10	10:00am-12:00pm	MoDEx Demonstration	Cass County Sheriff's Office	Theresa Huhn	(573) 526-6141
07/23/10	01:00pm-3:00pm	MoDEx Demonstration	Cass County Sheriff's Office	Theresa Huhn	(573) 526-6141
07/27/10	01:00pm-3:00pm	MoDEx Demonstration	Maryland Heights Police Department	Theresa Huhn	(573) 526-6141
07/28/10	01:00pm-3:00pm	MoDEx Demonstration	Festus City Hall	Theresa Huhn	(573) 526-6141





Signature Block

The blocks below should be initialed and dated by agency personnel before this document is filed with the *MULES Operations Manual*. Initialing the signature block indicates whether or not a particular person has reviewed the content. During the triennial MULES Audit conducted at each agency, the signature block will be checked to verify the information was received by agency points of contact.

MULES

10-02

Missouri Uniform Law Enforcement System

File with MULES/NCIC Operations Manual

WELCOME!

Chris Parr is the new MULES Trainer within the Criminal Justice Information Services (CJIS) Division of the Missouri State Highway Patrol and is responsible for the Missouri Uniform Law Enforcement System (MULES) training for the Troop F area. Mr. Parr worked as a radio operator for the Missouri Highway Patrol Communications Division from April 2003 through June 2010, when he transferred to his current position.

WELCOME!

Patrick Woods is the new MULES Trainer within the Criminal Justice Information Services (CJIS) Division of the Missouri State Highway Patrol and will soon become responsible for the Missouri Uniform Law Enforcement System (MULES) training for the Troop C area. Mr. Woods previously worked as a MULES TAC, radio operator, and IT Systems Manager at Johnson County Central Dispatch since 2005, as well as a radio operator at Lee's Summit Fire Department since 2009.

Law Enforcement Retiree Concealed Carry Requirements

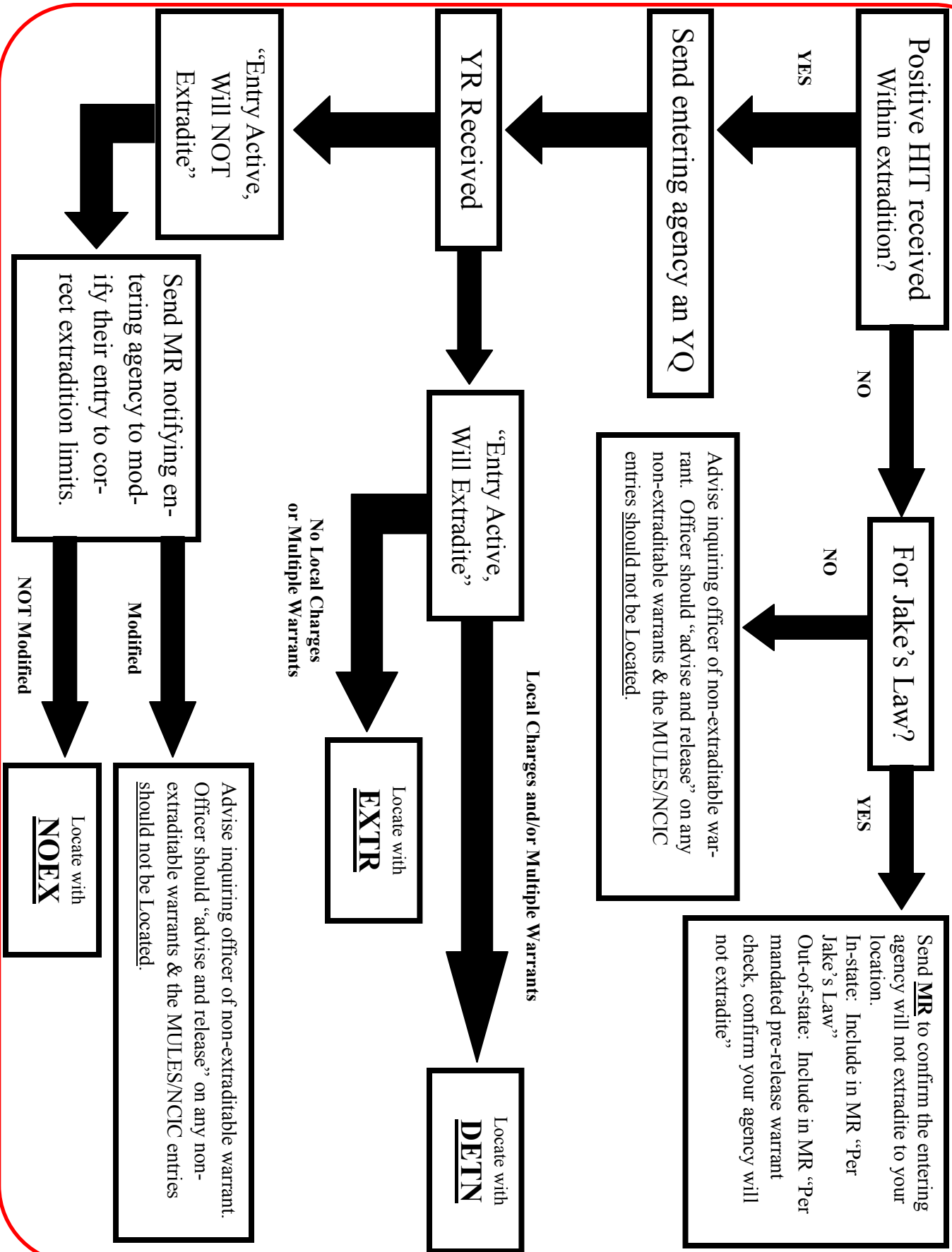
Pursuant to the Law Enforcement Officer Safety Act (18 U. S. Code 926C), retired law enforcement officers are permitted to carry a concealed weapon provided they meet certain criteria.

The officer must:

1. Be retired from a public agency in good standing;
2. Prior to retirement, had statutory powers of arrest;
3. Was regularly employed as a certified peace officer for 15 years or longer; or retired with a service-connected disability after completing any probationary period;
4. Have a non-forfeitable right to benefits under the agency's retirement plan;
5. Not be under the influence of alcohol or another intoxicating/hallucinatory drug or substance;
6. Not be prohibited by federal law from receiving a firearm.

Additionally, the officer must certify with their firearm annually either with their former agency or through a certified firearms instructor. Proof of the firearms qualification must be carried along with their retired police identification card.

WARRANT LOCATE PROCEDURE



Adding Alias Names and Nicknames to Records



When entering a warrant, the name typed on the base entry should always be the name as printed on the warrant from the court. Any subsequent names should be added as aliases. Up to 99 alias names may be added to a record.

If the court supplies the full given name - John Henry Doe - and entry pre-checks reveal an alias of John H. Doe, there is no need to add John H. Doe as an alias name. NCIC Code Manual, Personal Descriptor Codes, Section 2 - Name field states, "Complete names are to be used if available. No unit of a name or alias should be abbreviated UNLESS the complete name exceeds the 30-character maximum field length. Should a name exceed the maximum field length, the initial(s) of the middle name(s) should be used rather than the full middle name(s)."

Additionally, the recent NCIC TOU changed policy regarding entering nicknames in person entries. Nicknames are to be entered as an alias name and **NOT** in the miscellaneous field. The nickname should be entered as the last name with an "X" in the first name field.

Protection Order NCIC Conditions

<u>Code</u>	<u>Description</u>
01	The subject is restrained from assaulting, threatening, abusing, harassing, following, interfering with, or stalking the protected person and/or the child of the protected person.
02	The subject may not threaten a member of the protected person's family or household.
03	The protected person is granted exclusive possession of the residence or household.
04	The subject is required to stay away from the residence, property, school, or place of employment of the protected person or other family or household member.
05	The subject is restrained from making any communication with the protected person including but not limited to, personal, written, or telephone contact, or their employers, employees or fellow workers, or others with whom the communication would be likely to cause annoyance or alarm the victim.
06	The subject is awarded temporary custody of the children named.
07	The subject is prohibited from possessing and/or purchasing a firearm or other weapon.
08	See the miscellaneous field for comments regarding the terms and conditions of the order.
09	The protected person is awarded temporary exclusive custody of the child(ren) named.

Updated Sex Offender Registration Information

In October, 2009, the Missouri State Highway Patrol Sex Offender Unit traveled statewide to promote awareness and training for individuals that have been tasked to register sex offenders. While the training appeared to be a success, it will be an ongoing task due to changes in legislation and turn over in local offices. The State of Missouri continues to work toward substantial implementation of the Sex Offender Registration and Notification Act (SORNA). In order to achieve this, the following policies and procedure have been added:

UNDER 589.407 IT SAYS: ANY REGISTRATION PURSUANT TO SECTIONS 589.400 RSMo. TO 589.425 RSMo. SHALL CONSIST OF COMPLETION OF AN OFFENDER REGISTRATION FORM DEVELOPED BY THE MISSOURI STATE HIGHWAY PATROL. SUCH FORM SHALL INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING:

- INFORMATION THAT PERTAINS TO THE STATUS OF PAROLE, PROBATION OR SUPERVISED RELEASE (ENTER IN THE MISC FIELD)
- PASSPORT AND IMMIGRATION INFORMATION (AND COPIES) (ENTER IN THE MNU FIELD AS PP-)
- PROFESSIONAL LICENSING INFORMATION (AND COPIES) (ENTER IN THE MNU FIELD AS PI-)
- TEMPORARY LODGING: DATES OF TEMPORARY LODGING (START AND END DATES)
- VEHICLE INFORMATION-IN ADDITION TO OWNS AND OPERATES, WHETHER A VEHICLE IS FOR WORK OR PERSONAL USE. AIRCRAFT OR WATERCRAFT (SAME INFORMATION AS VEHICLES) PERMANENT OR FREQUENT LOCATION WHERE VEHICLE, AIRCRAFT OR WATERCRAFT IS STORED (IF SAME AS WHERE THEY LIVE, USE ADDRESS OF OWNER OR OWN ADDRESS) (ENTER AIRCRAFT AS YOU WOULD A VEHICLE USING "A" FOR AIRCRAFT. WATERCRAFT WILL HAVE TO BE ENTERED INTO A SPREADSHEET BY THE HIGHWAY PATROL)
- ABSCONDERS-THE SEX OFFENDER UNIT WILL SEND AN EMAIL WITHIN 3 DAYS TO THE U S MARSHALS SERVICE (MIKE WALKER) WHEN NOTIFICATION IS RECEIVED THAT AN OFFENDER HAS ABSCONDED. THE SEX OFFENDER UNIT WILL ALSO SEND AN EMAIL (OR FAX) TO ANY OTHER JURISDICTION (DEFINED IN SORNA) THAT HAS OFFENDER REGISTERED TO VERIFY STATUS. ONCE THE SEX OFFENDER SYSTEM IS POPULATED IN THE MISC FIELD THE INFORMATION ALSO APPEARS ON THE STATE AND NATIONAL WEBSITE AS "ABSCONDER".
- IF AN OFFENDER IS REGISTERED IN MISSOURI AND IS REQUIRED TO REGISTER IN ANOTHER JURISDICTION (AS DEFINED IN SORNA), WE WILL ENSURE THAT UPON ENTRY OF A SEX OFFENDER'S INFORMATION INTO OUR REGISTRY (CREATE NEW ENTRY), NOTICE WILL BE SENT TO THE OTHER JURISDICTION(S) AND ALSO ANY SUBSEQUENT UPDATING OF THAT INFORMATION

Updated Sex Offender Registration Information (Continued)

- UPON RECEIPT OF NOTICE FROM ANOTHER JURISDICTION (AS DEFINED IN SORNA) THAT AN OFFENDER IS MOVING, WORKING (TO INCLUDE VOLUNTEERING), OR GOING TO SCHOOL IN MISSOURI, THE SEX OFFENDER UNIT WILL INFORM THE JURISDICTION THAT PROVIDED THE NOTIFICATION THAT THE SEX OFFENDER FAILED TO APPEAR AND ARCHIVE THAT NOTIFICATION. IN ADDITION, THE SEX OFFENDER UNIT WILL NOTIFY THE U S MARSHALS SERVICE (MIKE WALKER) WITHIN 3 DAYS
- IF AN OFFENDER INTENDS TO COMMENCE RESIDENCE, SCHOOL OR EMPLOYMENT OUTSIDE THE UNITED STATES, THE RESIDENT JURISDICTION (MUST IMMEDIATELY NOTIFY ANY OTHER JURISDICTION WHERE THE SEX OFFENDER IS REQUIRED TO REGISTER OF THE UPDATED INFORMATION AND IMMEDIATELY NOTIFY THE U S MARSHALS SERVICE (MIKE WALKER), ICE (AARON CHAPMAN) AND INTERPOL (FAX 206-616-8400). (AFTER THE INFORMATION IS ENTERED INTO THE SEX OFFENDER SYSTEM, THE INFORMATION IS SENT TO NCIC)
- ENSURE THAT THE OFFENDER REVIEWS ALL OF THE CURRENT REGISTRATION INFORMATION FOR ACCURACY AT EVERY REGULAR IN-PERSON APPEARANCE

Please add this information to the binders that were provided at the training sessions and ensure that employees registering offenders are aware of the additions that have been added to our procedures.

We anticipate more changes within the next year to continue to work toward compliance with the Federal Adam Walsh Act by the deadline in 2011.

If you have any questions or concerns, please feel free to contact the Sex Offender Registration Unit at the Missouri State Highway Patrol at 573-526-6348 or toll free at 1-888-SOR-MSHP (1-888-767-6747).



TAC Corner



Record Packing Reminder

Entries must contain all of the information available to be considered complete. In order to locate all the information, all appropriate inquiries must be made. Sources may include original warrants or reports, criminal history information, or Department of Revenue/Motor Vehicle Bureau records.

Agencies must have source documentation, either hard copy or electronically, indicating where the information was obtained. Do **NOT** use another agencies MULES/NCIC entry for record packing.

For example, let's assume that Kuhl County Sheriff's Office is entering a warrant on Angela C. Capps. Pre-checks reveal a warrant on Angela C. Capps from LaLa Land PD and this warrant shows an alias name of Sunshine C. Capps. This alias name is not found on any other pre-check, showing no indication of where the alias name "Sunshine C. Capps" came from. Kuhl County SO should NOT use LaLa Land PD's alias name on their record.

If no direct source documentation is available, do not associate other agencies information to your records. If you would like to add Sunshine C. Capps as an alias to your record, you may contact the other entering agency and obtain their source documentation. Your agency assumes liability for information entered by your ORI and your agency could be at risk for associating unverified identifiers.

Changes to Local Ordinance Warrants

MULES policy and programming has recently changed regarding the requirements for entry and validation of warrants entered with the **JUR/L**, or **Local Ordinance violations**.

Warrants with JUR/L are **NOT** required to be packed to the extent of misdemeanor and felony warrants. If the entering agency chooses, they may make the entry using only the minimum required fields required for MULES to accept the entry. However, the MSHP still recommends that all identifiers available be included in the record!

These Local Ordinance warrants will not be validated every year. Local Ordinance warrants will only be validated every three years. The validation list will arrive separately from the validation list for all other warrants.

Retention Changes for Hit Files - Effective July 1, 2010

Due to a recent FBI CJIS Division policy change, hit confirmations are **NOT** required to be kept on file for 13 months. There is now no set retention period for hit confirmation files in the state of Missouri. While we strongly encourage that some sort of documentation (hard copy or electronically) referencing the disposition is maintained at your agency level, this is no longer required for MULES audit purposes. This policy also applies to hard copies of clears (CLR) and cancels (CAN) of records as well.

Please note that your agency can choose to have more stringent policies in place, therefore, you may keep anything as long as you like. The MSHP recommends you refer to your agency's internal policies and state retention guidelines for criminal cases.

What is the NCIC Gun File?

For NCIC Gun File purposes, the definition of a gun is any weapon, including a starter gun, which is designed to or may be converted to expel a projectile. Included in this definition are antique guns; cannons; machine guns; pistols; rifles; shotguns; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; destructive devices such as grenades, mines, missiles, and rockets; and disguised guns such as knife guns, pen guns, belt buckles, and cane guns. BB guns are excluded and should be entered in the Article File because the manufacturers of BB guns are not bound by the same statutes as weapons manufacturers.

Four categories of gun records can be entered into the NCIC gun file: stolen guns, recovered guns, lost guns, and felony guns. A recovered gun is identified as an abandoned, seized, or found weapon for which no stolen or lost report is on file and the ownership of the gun has not been established. A felony gun is a gun believed to have been used during the commission of a felony. A lost or missing gun might be traceable to a crime and may assist in identification of a recovered gun. Stolen, lost, and felony guns remain on file until the ORI clears or cancels the record. Recovered gun records remain on file for the remainder of the year entered plus 2. Ten days after a locate is placed on a stolen, lost, or felony gun record it is retired.

When there are three or more gun records on file in NCIC with matching data in the SER, MAK, CAL, and TYP Fields, the FBI CJIS Division staff will cancel the records and enter a message to alert users that the serial number is non-unique. Any subsequent entry or modification to a record to match the SER, MAK, CAL, and TYP of the message will be rejected.

If a gun is to be held for latent prints a “-P” should be entered as part of the message key code. EGP translates as “Stolen Gun-Hold For Latents”, and EFGP translates as “Felony Gun-Hold For Latents”.

Alphabetic characters must be included in the SER Field, including embedded alphabetic characters, but are not considered in the matching. Therefore, an entry of 369J257 may receive a response of records already on file with serial numbers 269257, 369M257, 36925K7, etc. Letters appearing as a prefix or suffix to the numerics are considered in the matching process and are not affected by this rule. This rule also applies to gun inquiries. If a serial number of a gun exceeds 20 characters the right most 20 characters should be entered in the SER Field and the full serial number should be entered in the MIS Field. The right most 20 characters should be queried upon first. If the response is negative, the left foremost characters should be queried. In the event that more than one number appears on the weapon, the number on the frame should be inquired on first. If the response is negative, the agency should query the remaining numbers.

If a gun has an inscription the code INSC followed by a dash and the exact or abbreviated inscription should be listed in the MISC Field.

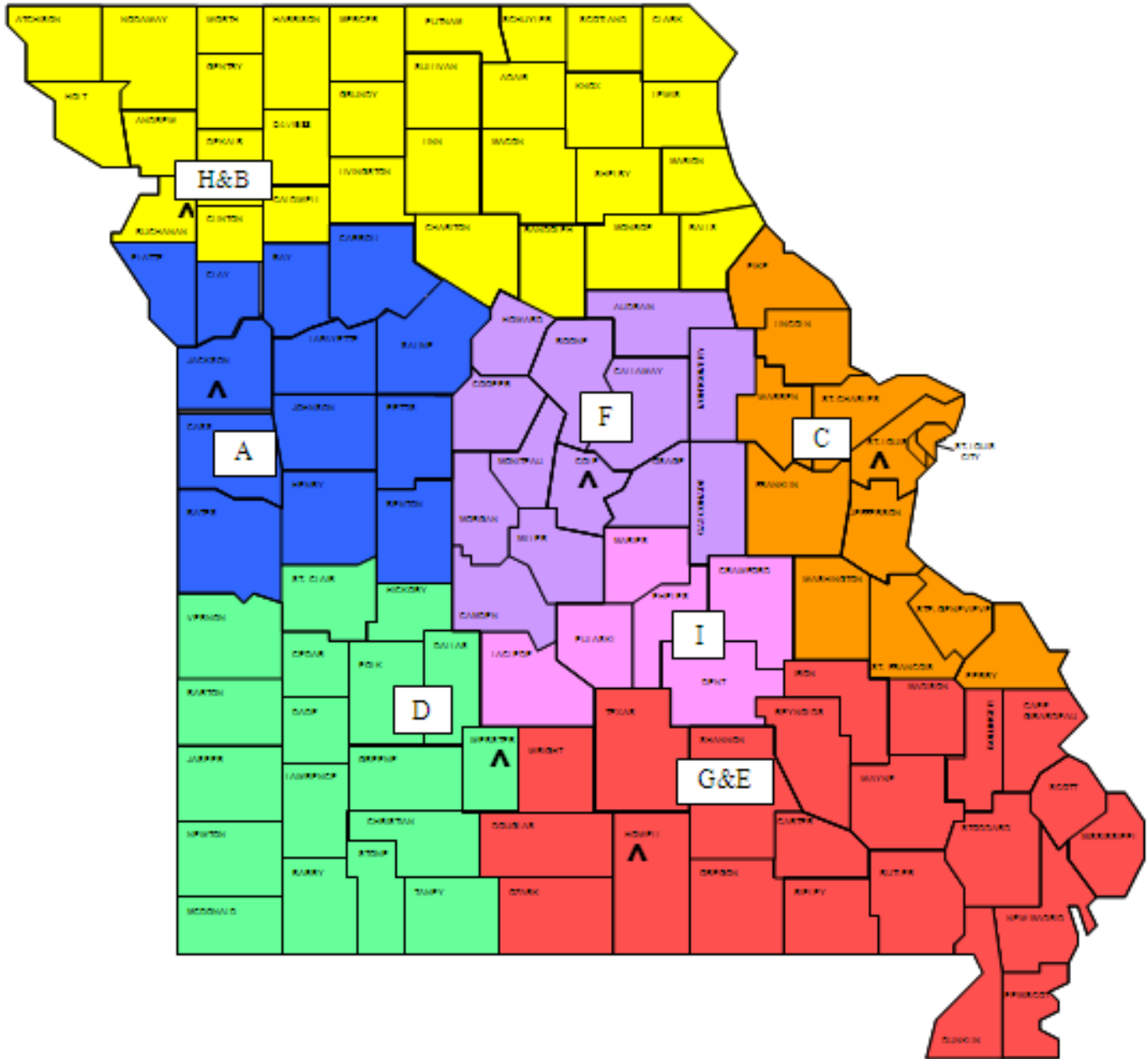
If a gun manufacturer code is not listed in the NCIC Code Manual the code ZZZ along with the manufacturers name should be entered in the MAK field. Gun codes are activated by the NCIC Operations and Policy Unit (NOPU). To request a gun MAK code the more information provided to NOPU staff the better. If possible, please fax the serial number, possible make/manufacturer, caliber, type, and any markings or wording found on the firearm to 304-625-5393 or email to IOAU@LEO.GOV. When a MAK is unknown but the country where manufactured is known the code for the country (as specified in the NCIC Code Manual) should be entered in the MAK Field followed by UNKN. The MAK for U.S. military-issue weapon should be “USA”.

The gun file offers a batch query function. A batch query creates a file of multiple gun inquiries in one message. The message must be in delimited format and include a sequence number (which should consist of 3 numeric characters and will correspond with the responses) and the “&” character. There is a limit of 1,800 characters including the header and control characters. Results will return as a \$.B file to be transferred. Sequence begins with the “&” character then the sequence number then the match criteria.

Currently, an image of a gun cannot be entered into the NCIC Gun File. In December 2009 the APB approved a motion to include both identifying and generic images in the NCIC Gun File but programming has not been completed.

MULES Training Unit

Troop Contact Information



Troop A Trainer
Troop B & H Trainer
Troop C Trainer
Troop D Trainer
Troop G & E Trainer
Troop F Trainer
Troop I Trainer
Unit Supervisor

Jason Murray
Christina Lashmet
Patrick Woods
Shannon Peirce
Sam Tuck
Chris Parr
Angie Capps
Theresa Huhn

816-622-0707x252
816-387-2344x226
636-300-2800x3348
417-753-3601
417-469-0076
573-751-1000x230
573-522-2065
573-526-6141

Jason.Murray@mshp.dps.mo.gov
Christina.Lashmet@mshp.dps.mo.gov
Shannon.Peirce@mshp.dps.mo.gov
Sam.Tuck@mshp.dps.mo.gov
Christopher.Parr@mshp.dps.mo.gov
Angela.Capps@mshp.dps.mo.gov
Theresa.Huhn@mshp.dps.mo.gov



Signature Block

The blocks below should be initialed and dated by agency personnel responsible for UCR reporting before this document is filed with the *Missouri Supplement to the UCR Handbook* and the *UCR Handbook* publications. During the triennial UCR Quality Assurance Review (QAR) conducted at each agency, the signature block will be checked to verify the information was received and reviewed.

UCR

Uniform Crime Reporting

10-02

File with *Missouri Supplement to the UCR Handbook*

MIBRS Data Revisions

The FBI CJIS Division recently reviewed all submitted MIBRS data for 2008 and identified ten (10) data quality issues that they would like addressed before testing future Missouri data. These data quality errors are considered "reasonableness" errors and were not accounted for in the original FBI NIBRS specifications. In response, the Missouri State Highway Patrol has now instituted programming edits in place when reviewing submitted MIBRS data to check for these ten (10) "reasonableness" errors. Effective July 1, 2010 these edits will produce warnings that will not affect your monthly compliance score, but will automatically generate a response associated with that incident number on your MIBRS Error Report. However, beginning January 1, 2011, six (6) of these warnings will become data errors and will then effect your monthly compliance score.

The paragraphs below identify the specifics of the warnings/errors.

The following data quality issues will be now be flagged as "warnings" to each agency until January 1, 2011, at which time each error counts against the agency's compliance score:

- 1) Misclassification between the offenses of Statutory Rape (36B) and Incest (36A)
- 2) Simple Assault (13B) with Injuries without "Personal Weapons" selected
- 3) Credit/Debit cards (09) being reported stolen using the offense of Credit/ATM Fraud (26B)
- 4) Reporting a Robbery offense (120) without an Individual listed as a victim
- 5) Theft of Motor Vehicle Parts or Accessories (23G) with no Motor Vehicle Parts (38) indicated
- 6) Burglary Incidents (220) containing Larceny/Theft offenses (23A-23H)

The following data quality issues will be now be flagged as "warnings" to each agency but will not count against the agency's compliance score:

- 1) Drug Quantity Measurements of "XX =Not Reported"
- 2) Drug Quantity Measurements of "DU" (Dosage Unit) on Cocaine, Crack, or Marijuana ("DU" should be used for all capsules, pills, and tablets).
- 3) Incident Time of Midnight ("00")
- 4) Misclassification of the offenses of Theft from Motor Vehicle (23F) and Theft of Motor Vehicle Parts/Accessories (23G) with Stolen Property Code of 26

WELCOME!

Quinette Green is the new UCR Trainer/Quality Assurance Auditor within the Criminal Justice Information Services (CJIS) Division of the Missouri State Highway Patrol and is responsible for the UCR/MIBRS training and auditing in Region 7. Mrs. Green has worked as the MULES Trainer for the Troop C area since 2008, and was previously the UCR POC for Jennings PD from 2000-

MIBRS Certification

The Missouri UCR Program Office would like to extend Congratulations to the following agencies, which are Missouri Incident Based Reporting System (MIBRS) Certified:

Grain Valley Police Department
Chillicothe Police Department
Emma Police Department
Blackburn Police Department
Alma Police Department
Wellington Police Department
Corder Police Department
Merriam Woods Police Department
Sturgeon Police Department
Byrnes Mill Police Department

Oak Grove Police Department
Pilot Knob Police Department
Ste Genevieve County Sheriff's Office
St. Peters Police Department
Laclede County Sheriff's Office
Kansas City Police Department
Lake Lotawana Police Department
Joplin Police Department
Gladstone Police Department

The Missouri UCR Program began MIBRS certification of agencies on February 1, 2006. There are several points to remember regarding MIBRS Certification:

- The transition to incident-based reporting is voluntary, not mandatory.
- Any agency choosing to convert from summary UCR reporting to incident-based reporting must first be certified to ensure the quality of their crime data.
- During the certification process, agencies will be required to submit summary UCR reports.
- Once certified by the state program, summary UCR reporting will no longer be required as the incident-based data received from that agency will be converted to summary by the state.
- Repository specifications for the submission files are available upon request or can be accessed via the UCR website "Downloads" link.

More information on agency MIBRS certification is available upon request by contacting the CJIS Division, at (573) 526-6278.

UCR Quality Assurance Reviews

Since the 10-01 *CJIS Newsletter*, the following agencies received letters of commendation from the Director of the Missouri State Highway Patrol's CJIS Division for outstanding performance and findings (100%) upon completion of their Missouri UCR Quality Assurance Review:

Town & Country Police Department
Adrian Police Department
Henry County Sheriff's Office
Cooper County Sheriff's Office
Joplin Police Department

Kirksville Police Department
Camden County Sheriff's Office
Neosho Police Department
Camdenton Police Department
Stover Police Department

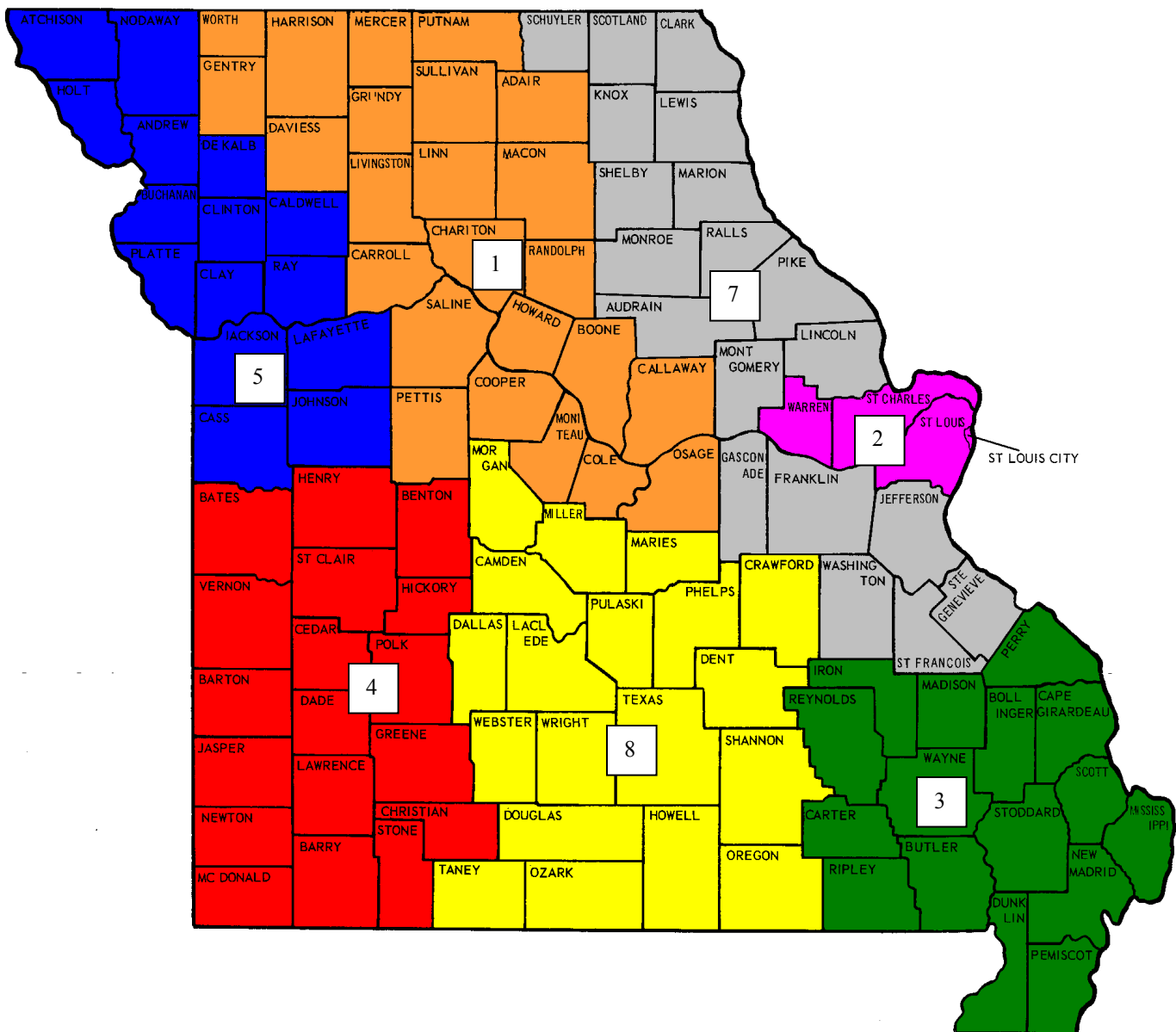
Since the 10-01 *CJIS Newsletter*, the following agencies received a compliance rating in the 90 to 99% range upon completion of their Missouri UCR Quality Assurance Review. While these agencies did not receive the Director's letter, they deserve special recognition for a job well done:

Plattsburg Police Department
Northwoods Police Department
University City Police Department
Berkeley Police Department
Flordell Hills Police Department
Calverton Park Police Department
Richmond Heights Police Department
Higginsville Police Department
Hazelwood Police Department
Oregon Police Department
Rockport Police Department
Platte Woods Police Department
Mosby Police Department
Reynolds County Sheriff's Office
Jennings Police Department
Warrensburg Police Department
Linn Creek Police Department
Gentry County Sheriff's Office
Nodaway County Sheriff's Office

Osage Beach DPS
Scott County Sheriff's Office
Bates City Police Department
Polo Police Department
Laurie Police Department
Pilot Grove Police Department
Deepwater Police Department
Hayti Police Department
Boonville Police Department
Wayne County Sheriff's Office
Stoddard County Sheriff's Office
Norborne Police Department
Versailles Police Department
Isle of Capri—Boonville
Morgan County Sheriff's Office
Troop C - Missouri State Hwy Patrol
Troop H - Missouri State Hwy Patrol
Troop A - Missouri State Hwy Patrol

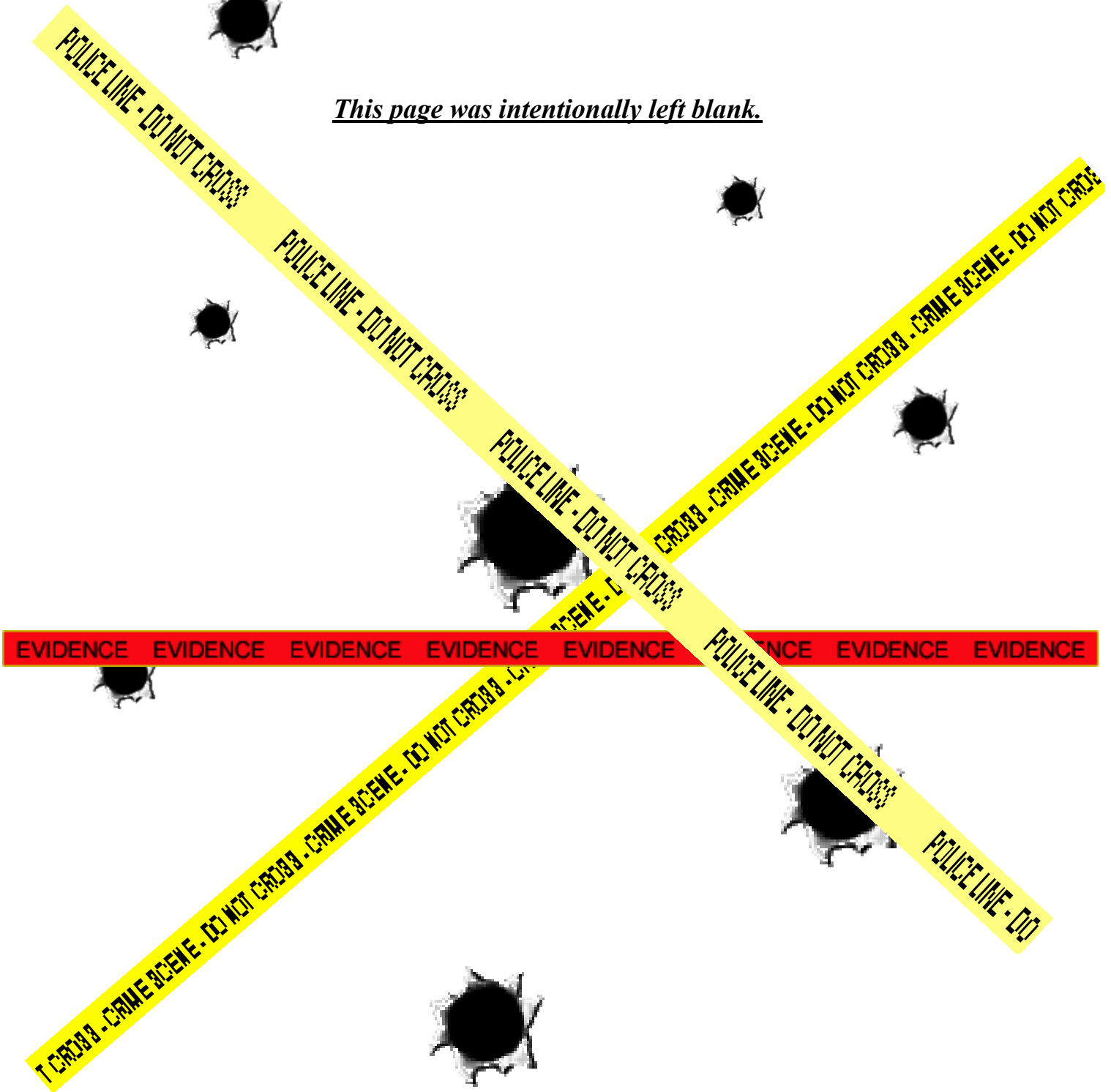
One third of all independently reporting law enforcement agencies are reviewed each year. Cycle 2 ended on December 31, 2009, and cycle 3 will run from January 1, 2010 through December 31, 2012.

Uniform Crime Reporting Unit Regional Contact Information



region8@mshp.dps.mo.gov

This page was intentionally left blank.



Questions or comments regarding this publication may be addressed to:



*Missouri State Highway Patrol
CJIS Division - UCR Unit
1510 E. Elm Street
P.O. Box 9500
Jefferson City, Missouri 65102-9500
Phone: (573) 526-6278
Fax: (573) 526-6290*

